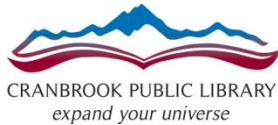


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 21 September 2016 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2<sup>nd</sup> Street North, Cranbrook, BC.

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### PRESENT

Denine Milner, Chair  
Norma Blissett, City Council Representative  
David Butler  
David Clark  
Michael Redfern  
James Shepherd  
Fred Stevens, RDEK Area C Representative  
June Vandenberg, RDEK Area C Representative  
Sandy Zeznik

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### ABSENT

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### IN ATTENDANCE

### STAFF

Ursula Brigl, Chief Librarian

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### CALL TO ORDER

Chair D. Milner called the regular Library Board meeting to order at 7:00 pm.

(1) **CLOSED MEETING**

No closed meeting was held this month.

(2) **ADOPTION OF AGENDA**

Moved by J. Shepherd and seconded

REGULAR MEETING, 21 SEPTEMBER 2016

**33-16 THAT the agenda of the Regular Board Meeting of Wednesday, 21 September 2016 be adopted.**

Carried unanimously.

(3) **DELEGATION**

No delegations appeared at this month's meeting.

(4) **CONSENT AGENDA**

Moved by Vice-Chair D. Clark and seconded

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### CONSENT AGENDA

**34-16 THAT the following items contained in the consent agenda be approved and adopted:**

- ◆ Minutes of the Regular Library Board Meeting of Wednesday, 15 June 2016
- ◆ Statistics – June 2016, July 2016, August 2016
- ◆ Media Clippings
- ◆ Report – Chief Librarian
- ◆ Report – Board Chair
- ◆ Report – Community Relations & Resource Development Committee
- ◆ Report – Planning & Policy Development Committee

Carried unanimously.

<u>2017 BUDGET PROCESS</u>	(5)	<b><u>ACTION ITEMS</u></b>  The Board considered options for how to develop a draft 2017 operating budget that it will submit to City Council for consideration during its budgeting process.  Moved by M. Redfern and seconded
	35-16	<b>TO strike an ad hoc committee to prepare a draft budget for the Board to review at its regular October meeting.</b>  Carried unanimously.
<u>THIRD SET FINANCIAL STATEMENTS</u>		The Board reviewed the financial statements to the end of August.  Moved by N. Blissett and seconded
	36-16	<b>THAT the financial statements for the period 1 January to 31 August 2016 be accepted as presented.</b>  Carried unanimously.
<u>ADDITIONAL ITEMS TO ACQUIRE</u>		The Board discussed reallocating surplus funds within the budget to cover some additional maintenance work to touch-up the paint in areas around the library damaged by regular wear and tear, and to reinstate the staff appreciation gifts.  J. Shepherd asked for clarification about how much additional funding would be allocated to the paint-touch up since there was already a maintenance line in the existing budget that could cover a portion of the work. It was clarified that the total additional funds allocated to this line would be the cost of paint touch-up work less the balance remaining at year-end.
	37-16	Moved by S. Zeznick and seconded  <b>THAT up to \$4,200 be reallocated within the budget to cover the paint touch-up repairs and the staff appreciation gifts.</b>  Carried unanimously.
	(6)	<b><u>DISCUSSION ITEMS</u></b>
<u>BCLTA LIAISON</u>	6.1	D. Milner summarized the newsletter sent out by the BCLTA that was circulated to all trustees. Amongst other items, the association will have a presence again at the UBCM conference and is currently in the process of updating its constitution and bylaws.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	J. Vandenberg reported on the Friends of the Library meeting held on 20 September.  <ul style="list-style-type: none"> <li>◆ \$2838.22 was approved for the library's Adapt-a-Magazine program.</li> <li>◆ Dates are being arranged for future fundraising events such as the garage sale.</li> <li>◆ November 9<sup>th</sup> is the first travelogue.</li> <li>◆ Shellie Hollister reported that the Summer Shopping Fest was well received and sponsors are keen for the next event.</li> <li>◆ There is \$13,559.16 in general funds.</li> <li>◆ \$2,700 was approved for the purchase of 6 chairs for the Library.</li> </ul>

		<ul style="list-style-type: none"> <li>◆ \$1,311.50 was raised from the sales of books from the book shelf over the summer months.</li> <li>◆ The annual book sale starts Wednesday, September 28<sup>th</sup> and runs until Sunday, October 2<sup>nd</sup>.</li> </ul>
<u>KLF LIAISON</u>	6.3	F. Stevens reported that the Kootenay Library Federation hired a new director and that the fall KLF Board meeting takes place in Nelson on Saturday, October 15 <sup>th</sup> .
<u>PLANNING &amp; POLICY DEVELOPMENT COMMITTEE</u>	6.4	D. Milner reported that the survey the committee circulated asking for feedback on existing policies garnered 124 responses indicating a high level of engagement by the Board and staff. The committee plans on having the draft revised policy manual ready for the Board to review in late October, with formal adoption at the regular November meeting.
<u>STRATEGIC OBJECTIVES UPDATE</u>	6.5	The Board reviewed the update report on the 2016 strategic objectives. Discussion focused on the progress of setting up a café service and the self-checkout system for circulating material.
<u>COMMUNITY RELATIONS &amp; RESOURCE DEVELOPMENT COMMITTEE</u>	6.6	J. Shepherd reported that the committee met at the beginning of July to develop a strategy to begin building awareness about the endowment fund through the placement of brochures in select locations around town, bookmarks getting distributed in the library and regular mention appearing in the Library's weekly column. Through these activities, along with the online auction held in March and working with the Friends of the Library, it is anticipated that \$5,200 will be added to the endowment fund in 2016. A discussion followed.
<u>CHANGE MANAGEMENT WORKSHOP</u>	6.7	M. Redfern reported that he attended a workshop with staff that provided an academic overview of the evolution of performance management systems. He noted that most of the literature focused on corporate models, with very little relating to non-profit organizations, and that there were not many examples of practical applications of collaborative models. Staff is using this information to develop a new collaborative performance management system for use in the library and that he will meet with the staff's change management team to keep apprised on the approach they are developing and seeing how it can get applied more broadly. A discussion followed.
	(7)	<u>ADJOURNMENT</u>
		Moved by J. Shepherd and seconded
	38-16	<b>THAT the Regular Board Meeting of 21 September 2016 be adjourned at 8:07 pm.</b> Carried unanimously.

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Denine Milner, Chair

*I hereby certify these minutes are correct.*